

Supportive Services for Veteran Families (SSVF) National Grantee Webinar

January 21, 2016

Webinar Format

- Webinar will last approximately 1.5 hours
- Participants' phone connections are “muted” due to the high number of callers
 - **Questions can be submitted during the webinar using the Q&A function**
- Questions can also be submitted anytime to [SSVF@va.gov](mailto:ssvf@va.gov)

Presenters & Agenda

- Linda Southcott, SSVF Deputy Director
 - HMIS/Repository Upload Timeline
 - Quarterly Certification
- Lindsay Hill, SSVF Regional Coordinator
 - Program Change Requests
 - Community Plan Submission
- Robert Thompson, SSVF Regional Coordinator
 - Rapid Rehousing Waiver Request Process

HMIS/Repository Upload Timeline

- Business Days 1-3: Grantees upload HMIS data
- 4th Business Day: Grantees who have uploaded will receive Data Quality Reports from Repository (email)
- Business Days 5-10: Repository remains open for grantee uploads (and for grantees to make corrections and upload replacement)
- 10th Business Day (COB): Repository closed and VA pulls SSVF data for national reporting to leadership
- 11th Business Day: Grantees receive Data Quality Reports from Repository (email)
- February webinar will review DQ Reports

Quarterly Certification

- SSVF Program Office is no longer requiring submission of Quarterly Performance Reports (Programmatic and Financial).
- Replacement Reporting Requirement - Online Quarterly Certification of the following:
 - Grantee compliance with the SSVF Final Rule and approved grant agreement on a quarterly basis using the online Requirement process within the grants management system (GIFTS).
 - Grantee ongoing review of SSVF Data Quality Reports (from Repository)
 - Data Quality Score
 - Duplicate Clients , if applicable – steps taken to correct or justification of duplicate service
 - VAMC Station Codes – many errors in text fields
 - Reports to be distributed beginning February
 - Grantee payment requests from HHS Payment Management System reflect actual spending and expenditures are for costs approved on SSVF budget.

February webinar will review this process and DQ Reports in detail.

Program Change Requests

- Submit requests through online SSVF grants management system (GIFTS)
 - Program Change Requirement form will be activated at beginning of quarter
 - Online forms can be shared for review and/or transferred to another owner within grantee agency (be aware of your user accounts)
- Only **one** Requirement form will be available to grantees per quarter
 - Plan accordingly, in case grantee has multiple requests within the quarter
- Do not submit the online Requirement form if you are not requesting changes.
- Grantees May Submit Online Requirement Form for Program Changes No Later Than: 3/1/2016, 6/1/2016, and 9/1/2016
 - Please note that online forms will be deactivated after the established deadlines.
- **Do not submit through the SSVF Change Request Inbox (this inbox has been deactivated).**

Program Change Requests

- Program Change Requirement:
 - May submit a program change for the following types of changes:
 - Geographic Service Area
 - Add/Remove Supportive Services
 - Add/Remove Subcontractor
 - Budget Modification:
 - HHS Payment Management System Subaccount Distribution
 - Adding new FTE
 - Upload attachments: MOUs, Termination Letters
 - Certification

Program Change Requests

Overview of requirement form

TEST Program Change

Page 1

FY 2016 SSVF Program Change Request

Organization Name

Department of Veterans Affairs

Reference Number

TEST: 14-XX-XXX

Service Area:

Current CoCs Served:

(AK-500) Anchorage CoC
(PA-500) Philadelphia CoC

Current Counties Served:

Philadelphia, Bucks, Chester, Montgomery

Program Change Requests

Are you requesting a change to your geographical service area?

Please list new CoC(s)/Counties and provide justification for this change using current statistics, demand for serving new area, and a description of outreach attempts in the space below:

No

Continuum of Care

County, State

Justification

Continuum of Care

County, State

Justification

Program Change Requests

Add/Remove Supportive Service:

Are you requesting to add a supportive service not previously included in your FY16 resolution?

Please select the supportive service from the list below and provide an explanation of the new service:

No

Benefit Type:

Employment Services

Providing Service Directly using SSVF Funds, Indirectly via referral, or both directly and indirectly?

Indirectly

Description of New Service:

Are you requesting to remove a supportive service?

Please select the supportive service from the list below and provide a justification for removing service. Answer should describe how services for Veterans will not be negatively impacted by this program change.

No

Benefit Type:

Healthcare Services

Justification:

Program Change Requests

Add/Remove Subcontractor:

Any subcontractor status that you set to inactive below must be accompanied by a corresponding Subcontractor Removal Request.

Status:

Active

Subcontractor 1 Agency Name

Legal Services of Greater Philadelphia

Contract Amount

1000

Services Provided:

Legal Aid, Referral

Status:

Inactive

Subcontractor 2 Agency Name

Contract Amount

0

Services Provided:

VETERANS HEALTH ADMINISTRATION

Program Change Requests

Are you terminating a subcontractor?

No

Removed Subcontractor Agency

Provide a justification for removing service.

Grantee must justify how they will continue to provide the service.

Are you requesting to add a subcontractor not previously included in your FY16 resolution?

No

New Subcontractor Agency 1

Contract Amount:

List all services to be provided by this subcontractor

MOU Attachment

Please attach the signed MOU for this agency.

Program Change Requests

Budget Modification:

Are you requesting to modify your budget?

Please refer to your approved Budget.

No

Admin

112

New Admin Amount

Must not exceed 10% of Award Amount.

Admin Change Explanation

OTNP

42

New OTNP Amount

OTNP Change Explanation

Personnel/Labor

100.24

New Personnel Amount

Personnel/Labor Change Explanation

Program Change Requests

TFA

2111

New TFA Amount

Must not exceed 50% of Award Amount.

TFA Change Explanation

Previous Total

Calculated from the values entered during the Resolution Process.

New Total

This value will calculate within the system and will reflect the values entered above,

Vehicles

30

New Vehicle Amount

Vehicle Change Explanation

Program Change Requests

Are you adding a new position?

If yes, please complete the following fields below:

No

Position Title

FTE

FTE %

Amount

Position Duties

Program Change Requests

Timeline for Review

- The Program Office will review and notify grantees of the status of Program Change Requests by the end of the Quarter
- SSVF Program Office Notifies Grantee of Status No Later Than:
 - 3/31/16
 - 6/30/16
 - 9/30/16
- Notify SSVF Regional Coordinator regarding change requests with a time sensitive nature
- **Contact updates are no longer part of this process! SSVF@va.gov will process changes on an ongoing basis.**

Community Plan Submission

NEW PROCESS:

- Survey Monkey with expanded questions
- No Excel template or submission via GIFTS

What this means for grantees:

- All grantees serving the CoC should coordinate communication to determine who will submit.
- Please remember that only **1** survey should be submitted per CoC.
 - Exception: Balance of State CoCs.
- The responses submitted should be in conjunction and coordination with the CoC, VAMC, and team responsible for ending Veteran homelessness in the community.
- The submission is a community response, not a SSVF response.

Community Plan Submission

Main Survey Categories:

- Coordinated Assessment:
 - How was the community plan developed? Who is involved in planning and implementation?
 - Assess ability to share data between VA and community partners
- By Name List (also referred to as Master List):
 - Does your community have a by name list? How frequently is it reviewed and updated?
 - How are you defining functional zero?

Community Plan Submission

Main Survey Categories (continued):

– Meetings and Strategy:

- Frequency of case conferencing and strategic meetings
- Assess outreach strategies and placements into permanent housing

– Federal Criteria and Support:

- Has your community submitted a claim? Do you plan to submit a claim?
- What technical assistance is available in your community (e.g. Vets@Home or 25 Cities)?
- Assess technical assistance needs

Community Plan Submission

Supplemental Documents:

- *SSVF Community Planning_January Questions*
 - Contains screenshots of all survey items
 - No need to access the actual survey link until you are ready to submit answers
- *Community Plan Instructions*
 - Step-by-step instructions on how to complete the survey, including response clarification and drop-down selections not listed on the subsequent document

Community Plan Submission

Recommendations:

- Review the list of CoCs that your grant covers and coordinate which grantee will gather data and submit for each CoC.
- Begin information gathering with the team responsible for ending Veteran homelessness in the CoC.
- *Ask your Regional Coordinator questions, as needed.*
- Tip: Write responses on the *SSVF Community Planning_January Questions* tool for easy transfer to Survey Monkey.
- Schedule an uninterrupted time (15-20 minutes) to open the link and transfer your data from the questions tool to Survey Monkey.
- Submit your responses and make sure to hit **done**.

Survey submissions due 1/29/2016

Rapid Re-Housing Waiver Request

- A RRH waiver (formerly referred to as prevention waiver) allows SSVF grantees to lower the minimum amount of TFA required to be used for Rapid Re-Housing (RRH) households (currently 60%)
 - Grantee requests either 30% minimum TFA or 40% minimum TFA to be used for RRH households
 - If approved for the waiver, grantee can spend increased amounts of TFA on Homeless Prevention (HP) households.
- Communities who have reached the federal benchmarks will be eligible to request the 30% minimum TFA
- All other communities/grantees will be eligible to request lowering the minimum requirement to 40%.

Grantee Responsibilities

- Goal is to end Veteran homelessness
- RRH Waiver does not relieve grantee responsibility of this overarching performance goal
- Waiver reviewed annually to ensure primary goal is met, and maintained
- Grantees should address all sources of Veteran homelessness, including long-stay GPD, before using homeless prevention resources

Rapid Rehousing Waiver Request

When is it appropriate to request a waiver?

- Waiver for CoCs who have demonstrated they can shift funds from rapid re-housing to homeless prevention by meeting federal benchmarks
- Waiver for rural CoCs, typically BoS, where doubled-up and short-term housing is used to compensate for lack of shelters

Primary Waiver Candidates

Three scenarios in which a RRH waiver request would be appropriate:

1. Eligible to reduce RRH TFA to 30% if an agency's COC has reached the goal of ending veteran homelessness (as defined by federal criteria).
2. Eligible to reduce RRH TFA to 40% if an agency's service area is rural to the point that there are not enough RRH clients to support using 60% of TFA on RRH households.
 - This should be limited given all grants have applied for funds via NOFA stating 60% is the requirement.
3. Eligible to reduce RRH TFA to 40% if there is a strategic allocation applied to a CoC that has multiple SSVF grantees and one grantee may agree to be the only provider of homeless prevention services.

Rapid Rehousing Waiver Request

Any request for a waiver MUST include Continuum of Care (CoC) endorsement.

- Applying for a waiver is a community-based decision. Requires justification indicating that RRH demand can still be met. Increases in Veteran homelessness within a community with approved waivers will be considered during program evaluation and assessment.
- CoC endorsement must be signed by CoC Chairperson. VA will provide SSVF Grantees with sample language to assist CoC in drafting endorsement.

If a community has declared an end to Veteran homelessness , the request should be organized on the COC level:

- All grantees serving the COC will be applying for the waiver, however, decisions will be made on a grantee by grantee basis.
- For example, if a grantee within a CoC applying for a waiver only attributes 10% of their SSVF grant funds to that community, that grantee may not necessarily be approved for a waiver to their SSVF program, while all the other grantees in that CoC (who allocate much larger portions of their grant to that COC) may receive a waiver.

Rapid Rehousing Waiver Request

Overview of Process

- 1) Grantee wishes to request a waiver due to one of the three scenarios previously listed.
- 2) Grantee consults with COC, VA and other service providers to verify need.
- 3) Grantee(s)/COC contact SSVF Regional Coordinator to schedule discussion about intention to submit a request.
- 4) Grantee(s) and SSVF Regional Coordinator have initial call to discuss the request and its implications.
- 5) Grantee(s) completes waiver request packet and submits to Regional Coordinator via email.
- 6) Regional Coordinator reviews packet materials and informs VA Network Homeless Coordinator for awareness.
- 7) SSVF Program Office Waiver Committee will review submission along with any other available data/information and arrive at a decision PER GRANTEE.
- 8) Program Office will notify EACH grantee of waiver decision.

Rapid Rehousing Waiver Request

Submission Materials

1. Waiver Request Form
2. CoC Letter of Endorsement (From CoC to SSVF Program Office)
3. If requesting waiver due to Scenario 1 (declared official end to Veteran homelessness), must include Federal Partners endorsement letter.



Q & A

Additional Questions?

SSVF Program Office

Phone:

1-877-737-0111

Email:

ssvf@va.gov

Website:

www.va.gov/HOMELESS/ssvf.asp

Includes link to ***SSVF University***